



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
925 W Ottawa Street
Lansing, Michigan 48913

MEMORANDUM

DATE: *September 14, 2006*
TO: *JIS District Courts*
FROM: *JIS District Court Team*
RE: *Court Abstract Error Messages from Department of State*

The ability to receive the *Court Error Messages* report from the Department of State (DOS) in an electronic format on a daily basis is now available. This report can be routed to your printer outqueue through JIS. **Please reply to the email sending this memo with your court ID and the printer outqueue where you want JIS to forward the report. We will notify you when the feature is enabled for your court.**

The *Court Error Messages* report is:

- for abstracts only at this time.
- sent by DOS even if there are no errors.
- available at approximately 6:30 a.m. the morning after your abstracts have been sent to DOS. ***(see note at bottom of this memo)** The **File** name in the outqueue will be formatted similar to this, D9999A123D. The **User** name will be ABSTRACT for online courts and QNETSPLF for all other courts.
- in *STD format (landscaped, if sent to a laser printer). It will be in a held status (HLD) until you release it to the printer and will then go to a saved status (SAV) after printing.
- a DOS report. Questions about the report results should be directed to Abstract Processing at 517-322-1598. The report will look very similar to the one you are currently receiving from DOS via the mail. A paper copy of the report will continue to be mailed by DOS. After you are comfortable with the electronic format and if you do not wish to receive the paper copy, contact Abstract Processing at 517-322-1598 to remove your court from the mailing list for abstract errors.

Please reply by email as soon as possible with your court ID and printer outqueue so that you can begin to receive your error report electronically. If you have any questions, please contact the District Court Help Desk.

***NOTE:** Online court abstracts should be available for pick up by JIS daily at 2:00 p.m. All other courts should create abstract media before 2:00 p.m. in order for abstracts to be sent to DOS that day.